Generic Motion Form Instructions

Arizona Court of Appeals, Division One

The Generic Motion Form can be used for any request or motion being filed in the Arizona Court of Appeals, Division One. The fields that need to be completed on the Motion form are explained below.

Area of the Form		Instructions
Name Address Email Plaintiff/Appellant Defendant/Appellant Plaintiff/Appellee Defendant/Appellee	☐ Petitioner☐ Respondent☐ ☐	Who is Filing the Document? You will need to fill out your name and contact information. This allows the court to update any address or email that might have changed and ensure that we have the correct information in our system. Indicate the role of the filer in this case. Check the box that applies to your role - Appellant or Appellee. Generally, the appellant is the person who started the appeal, and the appellee is the person responding.
Court of Appeals Division One No. 1 CA County Superior Court No		Case Numbers Enter the Court of Appeals Case number and superior court number in the top right section of this form. Your Court of Appeals number will always start with 1CA. The superior court number also provides space to add the county your case is coming from (Maricopa, Apache, Coconino, La Paz, Navajo, Mohave, Yavapai, or Yuma,)
MOTION TITLE:		Motion Title A motion must have a title. This title can be any title the filer wants it to be, and commonly helps describe what the filer is motioning or requesting from the court. (e.g., Motion for Extension of Time, Motion for Reconsideration, Motion to Supplement the Record)

rea of the Form	Instructions
CERTIFICATE OF SERVICE (Please identify who was served and the method of service for each individual. People served at the same address using the same method may be listed together.)	Body of the Motion The body of the motion should contain a detailed explanation of what the filer is requesting of the Arizona Court of Appeals. Certificate of Service After the Motion is filled out, the last page is called a certificate of service. All
Name(s): Method of serving this document (please check one): Mail Address and/or Email: Electronic service (e.g., email or electronic service through TurboCourt) Hand-delivery to party Other (Please explain): Date of Service:	documents filed in the Arizona Court of Appeals must be served on all other parties in the case. This page allows the filer to enter who they will be serving, what method of service they will be using and the date on which they will serve the document.
Name(s): Method of serving this document (please check one): Mail Address and/or Email: Electronic service (e.g., email or electronic service through TurboCourt) Hand-delivery to party Other (Please explain):	
Name(s): Method of serving this document (please check one): Mail Address and/or Email: Electronic service (e.g., email or electronic service through TurboCourt) Hand-delivery to party Other (Please	

ADDITIONAL INFORMATION

The Arizona Court of Appeals has a docket available which allows our customers to find/view Cases, upcoming Hearings and Due dates, and filings that have been submitted in the appeal. You will not be able to open or view any of the filings here, you will only be able to view a list of what has been filed on the case.

Please visit: https://www.azcourts.gov/coa1/ - Case Status – Active Case List – Select Case Type – All case numbers are in numerical order with the party names next to the case number.

The Arizona Court of Appeals cannot give legal advice. The office is always ready to assist with further questions and can be reached by phone at 602-452-6700, or through email at inform@appeals.az.gov